



Seneca County
Personnel Department

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WATERLOO, NEW YORK 13165

TO: ALL APPLICANTS APPLYING FOR SCHOOL MONITOR

FROM: SENECA COUNTY PERSONNEL DEPARTMENT

SUBJECT: APPLICANT INFORMATION AND JOB DESCRIPTION

Please be advised that we are accepting applications for this title on a continuous basis. When applying for this title, please indicate the jurisdiction(s) (Towns, Villages, Schools or Seneca County) that you wish your application to be sent on the online application.

PLEASE NOTE: Applying for this title does not necessarily mean that there is a current opening at this time; however, your application will be forwarded to the jurisdiction(s) that you have indicated for future vacancies. The position for which you are applying is in a school district. please contact the school district for availability and salary information.

SCHOOL MONITOR DISTINGUISHING FEATURES OF THE CLASS:

This is work of ordinary difficulty involving responsibility for assisting teachers and administrators by performing assigned routine tasks including the supervision and care of children. Duties may include monitoring school entrances and issuing ID badges. Since there are definite limits on the type and complexity of assignments, the class of School Monitor differs in that respect from Teacher Aide which usually involves duties of greater difficulty requiring specific skills or abilities. Work is performed under general supervision.

TYPICAL WORK ACTIVITIES: (Illustrative Only):

Assists teachers in supervising recreation, lunch periods, study halls;
Guides children safely across streets and intersections;
Maintains order in gymnasiums, locker rooms, swimming pools, or on school buses;
Oversee students passing between classes and in locker rooms and on premises before and after school;
Helps children in lower grades with wearing apparel;
Monitors school entrances using video system;
Issues visitor badges using ID scanner system;
May perform simple clerical duties under close supervision;
May render elementary first aid treatment;
May perform minor cafeteria clean-up, such as wiping off dining tables and chairs.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Good general intelligence; ability to get along well with children and command their respect; some knowledge of first aid methods; clerical aptitude; neat personal appearance; familiarity with classroom routine; good powers of observation; tact; courtesy; good judgement; physical condition commensurate with the duties of the position.

MINIMUM QUALIFICATIONS:

None required, but completion of a grade school course and experience with children are desirable.